

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



October 17, 1977

ALL-COUNTY LETTER NO. 77-45 (Program Support)

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REVISED FOOD STAMP PROGRAM MONTHLY STATISTICAL REPORT
(FORM DFA 296)

REFERENCE:

The DFA 296, "Food Stamp Program Monthly Statistical Report," has been revised. Attached are copies of the revised form and instructions.

Major changes to the reporting format are (1) deletion of the PA and NA columns from Part A., Applications for Food Stamps, and Part C., Subsequent Certification Processing (formerly Part D.); (2) elimination of carrying NAFS cases one additional month in the caseload when the household fails to appear for subsequent certification; (3) GR/GA cases will be reported as NAFS, eliminating the requirement to footnote Items 4 and 8 with the number of such cases; and (4) including reasons for denial of applications and special information items from Form DFA 434, "Monthly Statistical Report on Food Stamp Denials and Special Information," which eliminates the requirement for that report.

The department has expedited the release of this revision in order to allow all counties adequate time to implement the changes in reporting format and instructions. This revision becomes effective January 1, 1978 and all counties will report using the revised form and instructions for the month of January, which is due to DBP on or before February 20th. Effective with the January 1978 report month, Form DFA 434 is discontinued.

The Food Stamp Manual and Statistical Reports Manual are being modified to incorporate these changes.

Any questions regarding this report should be directed to the Program Information Bureau at (916) 322-2230.

Sincerely,

R. E. REICH
Deputy Director

Attachments

GEN 654 (2/75)

cc: CWDA

26-311.01 CONTENT

26-311.01

This report provides monthly data on application processing, certified caseload movement, subsequent certification processing, reasons for removal from certification, and reasons for denial of applications.

26-311.02 PURPOSE

26-311.02

The purposes of these data are (1) to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and for other administrative responsibilities; and (2) to provide information for compiling the yearly report, mandated by W&I Code, Section 18913, for the California Legislature to evaluate the effectiveness of the Food Stamp Program.

26-311.03 DISTRIBUTION

26-311.03

Data from these reports are compiled and published in the monthly statistical summary, Public Welfare in California, for distribution to program managers, county welfare departments, and other interested agencies and individuals.

26-311.04 DUE DATE

26-311.04

Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month. Send report to:

Program Information Bureau
Department of Benefit Payments
744 P Street, Mail Station 12-81
Sacramento, California 95814

26-311.06 DEFINITIONS

26-311.06

Reporting Period - The reporting period will be the calendar month.

PAFS and NAFS Classifications - An assistance (PAFS) household is one in which all members are included in a federally aided public assistance grant. All other households are classified as nonassistance (NAFS) households. (See Food Stamp Manual of Policies and Procedures, Section 63-2110.1, .2.)

26-311.10 INSTRUCTIONS

26-311.10

26-311.20 PART A. APPLICATIONS FOR FOOD STAMPS

26-311.20

Part A summarizes activity during the report month with respect to applications for food stamps. A signed request for food stamps is considered an application when it has been received (see 63-2020) by the county on the following forms: CA 1 (formerly WR 1, see 63-2110 and 9471.11), CA 2A (formerly WR 2A, see 63-2110, 2115, and 9472.21) or DFA 285 (see 63-2110, 2121.1 and 9422.11).

1. Pending from Last Month - Enter number of Food Stamp applications pending from the previous month. Entry should equal Item 5 of the previous month's report or be explained in a footnote.
2. Received During the Month - Enter the number of new applications received during the report month. Include applications received from transfer cases whose Form FNS-286 contained information that could not be verified (see 63-2423). Exclude subsequent certification applications received from households prior to the expiration of the certification period.
3. Total During the Month - Enter sum of Items 1 and 2.
4. Disposed of During the Month - Enter sum of Items 4a and 4b.
 - a. Approved - Enter the number of applications approved for food stamps during the report month. Entry will equal Part B. Items 7a, columns 1 plus 2.
 - b. Denied - Enter the number of applications denied by county action during the report month.
5. Applications Pending at End of Month - Enter the number of applications pending at end of month. Entry will equal the difference between Item 3 minus Item 4 and is also the sum of Items 5a and 5b.
 - a. Pending 1 to 30 Days - Enter the number of applications that have been pending action for approval or denial for 1 to 30 days.
 - b. Pending over 30 Days - Enter the number of applications that have been pending action for approval or denial for over 30 days. This will be the applications from Item 1 which are still pending.

26-311.30 PART B. CERTIFIED CASELOAD

26-311.30

6. Cases Brought Forward from Last Month - Entry will equal Item 10 of previous month's report or be explained in a footnote.
7. Cases Added During Month - Enter sum of Items 7a through 7d.
 - a. Applications Approved - Enter the number of applications approved for food stamps.
 - b. Sixty-day Continued Certification Transfers - Enter number of households for which a Form FNS-286, "Certification of Household Transfer," was received and approved during the month without requiring a new application (see 63-2423).
 - c. Changed in Classification from PAFS or NAFS - Enter in the appropriate column the number of certified households whose classification was changed during the report month from NAFS to PAFS or vice versa and are added to the new classification case-load. These cases will not be counted in Items 4a or 7a.

d. Other Approvals - Enter the number of cases approved during the report month for reasons other than Items 7a through 7c, including:

- (1) Reinstatement of benefits on appeal cases (fair hearings),
- (2) Reinstatement of benefits for cases erroneously discontinued,
- (3) Reinstatement of benefits for PAFS cases whose cash grant was restored because the CA 7 (formerly WR 7) discontinuance was rescinded,
- (4) Approval of benefits for cases erroneously denied, and
- (5) Bringing back into the caseload NAFS cases which had made a subsequent certification request in accordance with subsequent certification requirements, were discontinued because of county failure to complete the subsequent certification prior to the expiration of their certification period, and during the current month the pending subsequent certification was completed and the cases determined eligible for continued participation.

Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6, not in Item 7e.

8. Total Cases Open During Month - Enter number of cases active during the report month. Entry will equal the sum of Item 6 plus Item 7 and is also the sum of Items 8a and 8b.

a. Certified Eligible to Participate During Month - Enter number of households eligible to participate during the report month in each classification. A household eligible for any part of a report month is considered eligible for the entire month. Households whose ATP cards are suspended because of three months of nonusage are still eligible to participate and must be reported here.

(1) Persons in Item 8a Cases - Enter number of persons in the household eligible to participate in the report month.

b. Other Cases - Enter number of cases approved during the report month which will receive food stamp benefits the beginning of the following month.

9. Cases Removed from Certification During Month - Enter the total number of cases removed from certification in the PA and NA classifications of the Food Stamp Program during the report month. A case is reported in Item 9 when it ceases to be an active case in the program or changes in program classification during the report month, that is, any move out of either column on the DFA 296 report.

10. Cases Carried Forward to Next Month - Enter the number of cases carried forward to the next month. Entry will equal the difference between Item 8 minus Item 9.

11. Number of Cases Suspended During Month Due to Three Consecutive Months of ATP Nonusage - Enter number of cases which during the report month had their ATP card suspended because of three consecutive months of nonusage. Eligibility of these cases is not considered terminated (see 63-2430).

12. Mail Issuance Households - Enter the number of cases, excluding Public Assistance Withholding (PAW), which actually received food stamp coupons in the mail during the report month.
13. PA Recipients in NAFS (mixed) Households - Enter the number of public assistance recipients (persons) in nonassistance (mixed) households receiving food stamps during the report month.

26-311.40 PART C. SUBSEQUENT CERTIFICATION PROCESSING

26-311.40

This part of the report provides information on subsequent certification activity requested or initiated prior to the expiration of a household's certification period in accordance with subsequent certification requirements.

1. Pending from Last Month - Enter the number of subsequent certifications pending from the previous month. Entry should equal Item 5 of the previous month's report or be explained in a footnote.
2. Number due this Month - Enter the total number of subsequent certifications which became due during the report month (see 63-2410), which are:
 - a. NAFS cases (including General Relief food stamp cases assigned a fixed food stamp certification period which is shorter than the General Relief eligibility period) and PAFS cases with fixed food stamp certification periods, which requested subsequent certification during the report month in accordance with subsequent certification requirements.
 - b. PAFS and NAFS General Relief cases whose food stamp certification period is concurrent with the AFDC or GR eligibility period and an AFDC or GR redetermination was completed during the report month requiring a food stamp budget redetermination. Do not count a subsequent certification as due during the month if the GR or annual AFDC redetermination is delayed.
3. Total Due During the Month - Enter the sum of Items 1 and 2.
4. Disposed of During the Month - Enter the sum of Items 4a and 4b.
 - a. Determined Continuing Eligible - Enter the sum of Items 4a(1) and 4a(2).
 - (1) PAFS Cases - Enter the number of PAFS cases determined during the report month to be eligible for continued participation.
 - (2) NAFS Cases - Enter the number of NAFS cases (including all General Relief food stamp cases) determined during the report month to be eligible for continued participation.
 - b. Determined Ineligible - Enter the number of subsequent certifications determined during the report month to be ineligible for continued participation.

5. Subsequent Certifications Pending at End of Month - Enter the number of subsequent certifications pending at end of month. Entry will equal the difference between Item 3 minus Item 4 and is also the sum of Items 5a and 5b.
- a. Pending 1 to 30 Days - Enter the number of subsequent certifications that have been pending a determination for 1 to 30 days.
- b. Pending Over 30 Days - Enter the number of subsequent certifications that have been pending a determination over 30 days.

26-311.50 PART D. REASONS FOR REMOVAL FROM CERTIFICATION

26-311.50

This part of the report provides information on the reasons for removal from certification in the PA and NA classifications of the Food Stamp Program. The sum of Items 1 through 7, columns 1 and 2, will equal Part B., Item 9 for the same report month.

1. Died or Moved (Code 82) - Enter the number of cases removed from certification during the report month because of (1) death in one-person cases and (2) the household moving from the county with or without a transfer of eligibility. An inter-county transfer case is considered terminated at the time of issuance of the Form FNS-286.
2. Voluntarily Withdrew (Code 83) - Enter the number of cases removed from certification during the report month because of the voluntary withdrawal of the household.
3. Refusal to Pay Fraud Claims (Code 84) - Enter the number of cases removed from certification during the report month because of refusal to pay fraud claims.
4. Changed in Classification to PAFS or NAFS (Code 85) - Enter in the appropriate column the number of certified households whose classification was changed during the report month from NAFS to PAFS or vice versa and are therefore removed from either the NAFS or PAFS caseload.
5. Failure to Comply with Subsequent Certification Requirements (Code 87) - Enter the number of cases removed from certification during the report month because of failure to appear for subsequent certification and/or failure to comply with subsequent certification requirements.
6. Refusal to Cooperate with Quality Control Review (Code 88) - Enter the number of cases removed from certification during the report month because of refusal to cooperate with quality control review.
7. All Other Reasons (Code 86) - Enter in the appropriate column the number of cases removed from certification in the PA and NA classifications for reasons other than those listed in Items 1 through 7, e.g., acceptance of employment or failure to comply with work registration requirements.

This part of the report provides information on the reasons for denial of applications. If more than one reason applies, the application is to be counted under the first listed applicable reason. Applications denied because of voluntary withdrawal by the applicant or death of the applicant are reported in Item 7. The sum of Items 1 through 7 will equal Part A., Item 4b.

1. Excess Income (Code 60) - Enter the number of applications denied because of excess income.
2. Other Resources Exceed Allowable Limits (Code 65) - Enter the number of applications denied because of excess resources other than income.
3. Refusal to Supply Essential Information (Code 70) - Enter the number of applications denied because of the applicant's refusal to supply information or verification.
4. Refusal to Comply with Work Registration Requirements (Code 75) - Enter the number of applications denied because of the refusal of the applicant or other employable member of the household to register for work.
5. Established Residence in Another County or State (Code 80) - Enter the number of applications denied because applicant has established residence in another county or state prior to approval of the application.
6. Unable to Locate Applicant (Code 81) - Enter the number of applications denied because the whereabouts of the applicant is unknown.
7. Denials for Reasons Other than those Listed in Items 1 through 6 (Code 82) - Enter the number of applications denied for reasons other than those listed. Include applications denied because of voluntary withdrawal by the applicant or death of the applicant. Every effort should be made to find an appropriate reason for denial within the reasons listed in Items 1 through 6.

Fill in the information requested at the top and bottom of the report form and show figures required for each item. If there is nothing to report on an item, enter "0"; do not leave any lines blank.

PART C. SUBSEQUENT CERTIFICATION PROCESSING

1. Pending from last month (Item 5 last month, or explain)	_____
2. Number due this month.....	_____
3. Total due during the month (Sum of 1 and 2)	_____
4. Disposed of during month (Sum of a and b, below).....	_____
a. Determined continuing eligible (Sum of (1) and (2)).....	_____
(1) PAFS cases	_____
(2) NAFS cases	_____
b. Determined ineligible	_____
5. Subsequent certifications pending at end of month (3 minus 4, above; also, a plus b, below)	_____
a. Pending 1-30 days	_____
b. Pending over 30 days	_____

PART D. REASONS FOR REMOVAL FROM CERTIFICATION

	PAFS (1)	NAFS (2)
(Sum of 1 through 7, below, shall equal Part B. Item 9)		
1. Died or moved..... (82)	_____	_____
2. Voluntarily withdrew..... (83)	_____	_____
3. Refusal to pay fraud claim..... (84)	_____	_____
4. Changed in program classification to PAFS or NAFS (85)	_____	_____
5. Failure to comply with subsequent certification requirements..... (87)	_____	_____
6. Refusal to cooperate with quality control review..... (88)	_____	_____
7. All other reasons..... (86)	_____	_____

PART E. REASONS FOR DENIAL OF APPLICATIONS

(Sum of 1 through 7, below, shall equal Part A. Item 4b)	
1. Excess income..... (60)	_____
2. Excess resources..... (65)	_____
3. Refusal to supply essential information..... (70)	_____
4. Refusal to comply with work registration requirements..... (75)	_____
5. Established residence in another county or state (80)	_____
6. Unable to locate applicant (81)	_____
7. Denials for reasons other than those listed above..... (82)	_____

COMPLETED BY

TELEPHONE NUMBER

DATE

**FOOD STAMP PROGRAM
MONTHLY STATISTICAL REPORT**
SEND ONE COPY TO:
**PROGRAM INFORMATION BUREAU
DEPARTMENT OF BENEFIT PAYMENTS
744 P STREET, MAIL STATION 12-81
SACRAMENTO, CALIFORNIA 95814**

COUNTY	FOR THE MONTH OF _____, 19__
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PART A. APPLICATIONS FOR FOOD STAMPS

1. Pending from last month (Item 5 last month, or explain)	_____
2. Received during the month.....	_____
3. Total during the month (Sum of 1 and 2)	_____
4. Disposed of during month (Sum of a and b, below).....	_____
a. Approved (same as Part B. 7a)	_____
b. Denied	_____
5. Applications pending at end of month (3 minus 4, above; also, a plus b, below).....	_____
a. Pending 1 to 30 days.....	_____
b. Pending over 30 days	_____

PART B. CERTIFIED CASELOAD

	PAFS (1)	NAFS (2)
6. Cases brought forward from last month (Item 10 last month, or explain)	_____	_____
7. Cases added during month (Sum of a through d, below)	_____	_____
a. Applications approved	_____	_____
b. 60-day continued certification transfers	_____	_____
c. Changed in program classification from PAFS or NAFS.....	_____	_____
d. Other approvals	_____	_____
8. Total cases open during month (Sum of 6 and 7, above; also, a plus b, below).....	_____	_____
a. Certified eligible to participate during report month	_____	_____
(1) Persons in Item 8a cases	(_____)	(_____)
b. Other cases.....	_____	_____
9. Cases removed from certification during month.....	_____	_____
10. Cases carried forward to next month (8 minus 9)	_____	_____
11. Number of cases suspended during month due to three consecutive months of ATP nonusage	_____	_____
12. Mail Issuance Households	_____	_____
13. PA Recipients in Participating NAFS (mixed) Households	_____	(_____)